Classification
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130103-9

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OL/RECD-5

1. TITLE OF REPORT (If a fill-in report include Form No.)

Weekly Report

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [X] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 11

5. FREQUENCY (weekly, monthly, quarterly, etc.): Weekly

6. DISTRIBUTION (No. of components not number of copies): 4

7. FORMAT (memorandum, form computer print-out, etc): Weekly Report Form 2129

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: LI 70-10 dtd 29 Aug 66

10. PREPARING COMPONENT (include lowest level contributing information to report)

RECD & Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Weekly submission from 4 offices in RECD

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12.6	7.96		19		151.24		52		7,864.48

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 7,864.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Keep the Director of Logistics informed and ultimately provide info required by the Deputy Director for Support. Also used as a Division reference.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] CHANGE [ ] DISCONTINUE [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

STAT

16. DATE OF INVENTORY: 9 October 1970

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Executive Officer, Real Estate and Construction Division, OL

18. EXTENSION

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FORM 9-70 142 (22-36-43)